

MWI 2210.1
REVISION E

EFFECTIVE DATE: September 8, 2005
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MARSHALL WORK INSTRUCTION

IS01

MSFC DOCUMENTATION REPOSITORY INPUT/OUTPUT AND DATA MANAGEMENT PROJECT REQUESTS

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Marshall Work Instruction IS01		
MSFC Documentation Repository Input/Output and Data Management Project Requests	MWI 2210.1	Revision: E
	Date: September 8, 2005	Page 2 of 12

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P05.1-C06 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/16/99	Changes made to reflect new organizational codes and titles. Para. 3, Applicable Documents: Changed "MMI 1440.2" to "MPG 1440.2"; flowchart: document number changed from "MWI 1410.N" to "MWI 2210.1"; renumbered to correct template – deleted #9, Appendices, Data, Reports, and Forms section.
Revision	B	6/14/01	Revised to incorporate/update definitions and instructions. Updated statement of purpose. Clarified definitions (5.1, 5.5, 5.6, 5.7, 5.9). Added definition for EDMS (5.8), Record Copy (5.18), Non-record Copy (5.19). Deleted definitions for Computer Output Microform (5.5), Microforms (5.13), Micrographics Projects (5.15), Micrographics Standards (5.16), Micrographics Systems (5.17), and RAOIS (5.22). Updated Instructions (6.1.2.1, f), (6.1.4.1), (6.2.1.2 (a),(b)). Added Instruction (6.1.2.1, (h)), and procedures for retirement of official records (6.4). Deleted Instructions (6.1.2.2), (6.2.1.2 (b)), (6.2.1.4 (b)(d)). Revised Appendix (Documentation Input Mode) to reflect emphasis on submitting electronic data vs. conventional formats (1.(a)(f)), (2.(a)(e)).
Revision	C	4/17/03	Changed title of organization to "Office of the Chief Information Officer" in DEFINITIONS (5.3 & 5.4).
Revision	D	9/27/2004	Revised to update requirements and to delete unnecessary guidelines and obsolete requirements. In Applicable Documents (3), changed NPG 1141.1 to NPR 1441.1, and MPG 1440.2 to MPR 1440. In Instructions (6), deleted guidelines for data management projects which are explained in MSFC Form 4354 instructions. In para. 6.1.3.1, clarified responsibility of recording document requests on MSFC Form 433. In 6.1.4.2, deleted unnecessary document request info. In para. 6.2.1.1, deleted unnecessary references to microfilm and reproduction systems. In para. 6.3.1 and 6.3.3, revised wording to reflect current processes.
Revision	E	9/8/2005	Revised organizational references and instructions. Added Applicable Documents (3.2) MPD 2210.1 and (3.4) MWI 7120.4. Clarified wording in 6.3.3 MSFC Form 433 Preparation. In Instructions (6) and Records (9), deleted references to MSFC Form 4354, that was replaced with a MSFC Products & Services Catalog process.

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Marshall Work Instruction IS01		
MSFC Documentation Repository Input/Output and Data Management Project Requests	MWI 2210.1	Revision: E
	Date: September 8, 2005	Page 3 of 12

1. PURPOSE

This Marshall Work Instruction (MWI) establishes the responsibilities and instructions for input/output of documentation to the Marshall Space Flight Center (MSFC) Documentation Repository and outlines the instructions for submitting data management project requests. The MSFC Documentation Repository is the official receipt, storage, and distribution point for MSFC engineering drawings, specifications, standards, procedures, and handbooks. Documentation is stored in a variety of formats as required, including computerized format. The objective is to electronically receive, maintain, and distribute information.

2. APPLICABILITY

This MWI applies to all MSFC employees and onsite contractors.

3. APPLICABLE DOCUMENTS

3.1 NPR 1441.1, "NASA Records Retention Schedules"

3.2 MPD 2210.1, "Documentation Input and Output of the MSFC Documentation Repository"

3.3 MPR 1440.2, "MSFC Records Management Program"

3.4 MWI 7120.4, "Documentation Preparation, Programs/Projects"

3.5 MSFC-STD-555, "MSFC Engineering Documentation Standard"

4. REFERENCES

None

5. DEFINITIONS

5.1 Aperture Card System. A system whereby individual frames of microfilm mounted on an Electronic Accounting Machine (EAM) card can be interfiled, revised, and otherwise manipulated by EAM equipment.

5.2 Automatic Distribution. Prearranged distribution of selected documents that are sent to established recipients.

5.3 Class I Engineering Data. Class I engineering data is a term used by the MSFC Office of the Chief Information Officer that refers to technical documentation, engineering drawings, or other data under configuration control and release by the MSFC Configuration and Data Management Team, Engineering Policies & Programs Office, Engineering Directorate. (See MSFC-STD-555)

Marshall Work Instruction IS01		
MSFC Documentation Repository Input/Output and Data Management Project Requests	MWI 2210.1	Revision: E
	Date: September 8, 2005	Page 4 of 12

5.4 Class II Engineering Data. Class II engineering data is a term used by the MSFC Office of the Chief Information Officer that refers to technical documentation, engineering drawings, or other data under configuration control and release by MSFC contractors or other external entities.

5.5 Data Management Projects. Repository data services that include scanning of documents, electronic storage and retrieval services, data conversion services, and compact disk production.

5.6 Disposition. Records management action taken with regard to non-current records that include retirement to a records center for temporary storage, transfer to National Archives and Records Administration (NARA), or destruction.

5.7 Electronic Data. Engineering drawings and book-form documents that are in computerized formats.

5.8 Electronic Documentation Management System (EDMS). The computerized documentation management system utilized by the MSFC Documentation Repository.

5.9 Established Project. A Repository project (e.g., EDMS or compact disc production) that has been approved by the proper authority.

5.10 In-House. Within MSFC.

5.11 Microfiche. A sheet of microfilm, usually measuring 4 x 6 in., capable of accommodating and preserving a considerable number of pages in reduced form.

5.12 Microfilm. Micrographics performed on roll film.

5.13 Micrographics. The technique of producing miniature images on film.

5.14 MSFC Documentation Repository. A Center facility located in Building 4491 that functions as a central point for the collection, storage, reproduction, and distribution of MSFC technical documentation.

5.15 National Archives and Records Administration (NARA). An independent Federal agency that oversees the management of all Federal records.

5.16 Non-record Copy. Copy of a document preserved only for convenience of reference.

5.17 Preservation. Performed for the purpose of preserving a record of permanent-type documents that is found to be deteriorating, fading, or becoming brittle to the extent of endangering their record value.

Marshall Work Instruction IS01		
MSFC Documentation Repository Input/Output and Data Management Project Requests	MWI 2210.1	Revision: E
	Date: September 8, 2005	Page 5 of 12

5.18 Procedural. Performed for the purpose of saving labor and time in repetitive operations.

5.19 Program/Organizational Manager. As used herein, an individual having overall cognizance of a program/project or task.

5.20 Record Copy. Usually the original of a record or the first-generation of the original that is maintained by the office of primary responsibility in lieu of the original.

5.21 Solicitation. As used herein, includes Request for Proposal (RFP), Request for Offer (RFO), NASA Research Announcement (NRA), Cooperative Agreement Notice (CAN), or Invitation for BID (IFB).

6. INSTRUCTIONS

6.1 Responsibilities for Input/Output of Documentation to MSFC Repository.

6.1.1 The technical manager in charge of an in-house project or responsible for preparing the contract work statement and monitoring the contract shall:

6.1.1.1 Ensure that a copy of all relevant official technical documentation (e.g., engineering drawings or project reports) developed under an in-house project or task is submitted to the Documentation Repository in accordance with MPD 2210.1.

6.1.1.2 Ensure that instructions for contractors to submit copies of specified technical documentation to the MSFC Documentation Repository are included in the contracts.

6.1.1.3 Ensure that a proper mechanism (Master Parts List, Drawing Release List, Master Release Record, or End Item Drawing List) is provided for the technical manager to monitor the submission of technical documentation to the Government.

6.1.1.4 Verify that all necessary data have been provided by the contractor or in-house project organization(s).

6.1.1.5 Ensure that data are submitted to the MSFC Documentation Repository by acceptable-quality media. Requests for electronic submittal shall be coordinated with the Documentation Repository Manager.

6.1.2 Organizations requiring Repository Data Management Projects shall:

6.1.2.1 Initiate a Documentation Repository Project Request through the MSFC Products and Services Web site, at <https://srs.msfc.nasa.gov/catalog/iwcs/home.asp>.

Marshall Work Instruction IS01		
MSFC Documentation Repository Input/Output and Data Management Project Requests	MWI 2210.1	Revision: E
	Date: September 8, 2005	Page 6 of 12

6.1.2.2 When initiating or discontinuing a project, obtain concurrences of other affected organizations.

6.1.2.3 Ensure that official records, in conventional paper or electronic format, are handled in accordance with current records management regulations (NPR 1441.1 and MPR 1440.2).

6.1.3 Data requesters shall:

6.1.3.1 Submit individual requests for documents to the Repository Work Order Desk clerk, who shall record the information on an MSFC Form 433 (Request for Documentation).

6.1.3.2 Submit requests for automatic distribution by letter. The responsible program/organizational manager, organizational data manager, or their equivalent shall approve all automatic distribution requests.

6.1.4 The MSFC Documentation Repository shall:

6.1.4.1 Support the technical managers in the receipt of data from contractors and verification of the data package against the transmittal document, advising the technical manager of any discrepancy.

6.1.4.2 Provide documentation on the following basis:

- a. Automatic distribution using predetermined listings of those personnel requiring the documents.
- b. Individual requests for existing documents (i.e., not requiring a revision to an automatic distribution list). The Repository Work Order Desk clerk shall record all individual requests on MSFC Form 433.
- c. Documentation approved for release under solicitations.

6.1.5 The MSFC Procurement Office shall:

6.1.5.1 Furnish the Documentation Repository with the following information at least 5 business days prior to the release of a solicitation to industry of all major actions/solicitations where the Repository has been specifically listed as the location where documents can be obtained or reviewed:

- a. Name and telephone number of the Procurement Official responsible for the solicitation.
- b. Copy of the solicitation.

Marshall Work Instruction IS01		
MSFC Documentation Repository Input/Output and Data Management Project Requests	MWI 2210.1	Revision: E
	Date: September 8, 2005	Page 7 of 12

c. Complete list of all reference documents that the Repository is expected to provide access to for viewing.

d. Detailed instructions for the handling of these documents: (1) list of reference documents that are for “viewing only,” (2) list of reference documents that are to be copied for potential bidders, (3) sources for documents that are not stored in the Repository, (4) instructions regarding whether document sets are to be created in advance or on request only, (5) instructions regarding length of time these documents should be held in the “reading room,” and (6) final disposition instructions for RFP reference documents provided to the Repository.

6.1.5.2 Provide instructions to bidders for obtaining documentation not in the Documentation Repository.

6.2 Procedures for Input of Documentation

6.2.1 Submitting organizations shall:

6.2.1.1 Coordinate with the MSFC Documentation Repository Manager in determining:

- a. The appropriate data input mode (See Appendix.).
- b. The schedule most advantageous to the Government for transferring documents into the MSFC Documentation Repository.
- c. The type of monitoring mechanism that is required to verify that the document submission is compatible with the MSFC Documentation Repository’s capabilities.

6.2.1.2 Ensure delivery to the MSFC Documentation Repository of all documentation of the type referred to in Responsibilities for Input/Output of Documentation to MSFC Repository, paragraph 6.1 of this Instruction by:

- a. Submitting documentation with MSFC Form 2896 (Document Input Record) or through an approved electronic data submission process (e.g., the Repository’s Electronic Document Submittal Web Interface, at <http://webpub.nis.nasa.gov/submittal/index.html>). All engineering drawings and technical documentation submitted to the MSFC Documentation Repository shall include a completed MSFC Form 2896 or equivalent electronic data that contains the required indexing, availability, and official record status information.
- b. Ensuring that documentation meets applicable quality standards (e.g., MWI 7120.4) to facilitate legible reproductions.

6.2.1.3 Coordinate delivery of documentation to the MSFC Documentation Repository from external activities by:

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Marshall Work Instruction IS01		
MSFC Documentation Repository Input/Output and Data Management Project Requests	MWI 2210.1	Revision: E
	Date: September 8, 2005	Page 8 of 12

- a. Informing the external activity of the delivery method required, such as: United Parcel Service, U.S. Mail, Air Freight, etc.
- b. Notifying the MSFC Documentation Repository of the method of routing or when the method of routing is revised, so that the receipt of documents can be monitored.
- c. Ensuring that documentation is packaged in a manner to ensure carrier acceptance, prevention of damage during shipment, and safe delivery at destination.

6.2.1.4 The MSFC Documentation Repository shall:

- a. Advise the submitting organization of the proper input mode.
- b. Receive, catalogue, process, and store documentation submitted in accordance with the provisions of this MWI.
- c. Assist the technical manager in monitoring the input of data from the contractors and verify the data package against the transmittal document, advising the technical manager of any discrepancy.

6.3 Procedures for Output of Documentation

6.3.1 MSFC customers shall submit requests for documentation to the Repository Work Order Desk, Building 4491, Room 103. Individual requests for documents shall be recorded on MSFC Form 433 by the Repository Work Order Desk clerk.

6.3.2 For external requests only, the MSFC Documentation Repository shall:

6.3.2.1 Obtain authorization determination from the designated Procurement representative during solicitation competition.

6.3.2.2 Obtain verification from the MSFC Protective Services Department of the contractor's facility and/or requester's clearance when not under contract to MSFC, if the request is for a classified document.

6.3.2.3 Not fill external requests for documents that are available at a nominal charge from the NASA Center for Aerospace Information (CASI), Superintendent of Documents, U.S. Government Printing Office, or the National Technical Information Service (NTIS).

6.3.3 MSFC Form 433 Preparation. Requests for documentation may be submitted directly by the customer or by telephone (256-544-4490), facsimile (256-544-6500), or electronic mail (repository@msfc.nasa.gov). Requests shall be recorded on an MSFC Form 433, with inclusion

Marshall Work Instruction IS01		
MSFC Documentation Repository Input/Output and Data Management Project Requests	MWI 2210.1	Revision: E
	Date: September 8, 2005	Page 9 of 12

of the requester's project code. External requests for documentation shall include the solicitation number or contract number, as appropriate, to which the documentation pertains.

6.3.4 Electronic Drawing Format. Computerized engineering drawings distributed from the Repository shall be in formats that are compatible with current MSFC engineering and documentation management systems (e.g., native computer aided design (CAD), Hewlett-Packard Graphics Language (HPGL), or raster images).

6.4 Procedures for Retirement of Official Records:

6.4.1 The MSFC Documentation Repository shall retire the records for which it has been assigned records responsibility in accordance with NPR 1441.1, "NASA Records Retention Schedules," and MPR 1440.2, "MSFC Records Management Program."

6.4.1.1 The MSFC Documentation Repository shall electronically record and catalog the appropriate project (when applicable), records schedule, and retention period for all documentation received.

6.4.1.2 Upon completion or termination of an approved MSFC project, the Repository shall coordinate the identification, packaging, and shipment schedule for the project's official records held by the Repository with the project office and the MSFC Records Manager.

6.4.1.3 The Repository shall periodically review its holdings, both record and non-record, and dispose of selected non-record copies; or, in the case of long-term approved MSFC projects, retire record copies in accordance with Agency and Center records retirement requirements.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

MSFC Form 433 (Request for Documentation) and MSFC Form 2896 (Document Input Record) are contractor records received and maintained by the Documentation Repository contractor. MSFC Form 2896 records are stored with the applicable documentation until final disposition of the documentation records. MSFC Form 433 records are maintained by the Repository contractor in accordance with NPR 1441.1, AFS 1240, Schedule 1/26.

Marshall Work Instruction IS01		
MSFC Documentation Repository Input/Output and Data Management Project Requests	MWI 2210.1	Revision: E
	Date: September 8, 2005	Page 10 of 12

10. PERSONNEL TRAINING AND CERTIFICATION

None

11. FLOW DIAGRAM

See Figure 1.

12. CANCELLATION

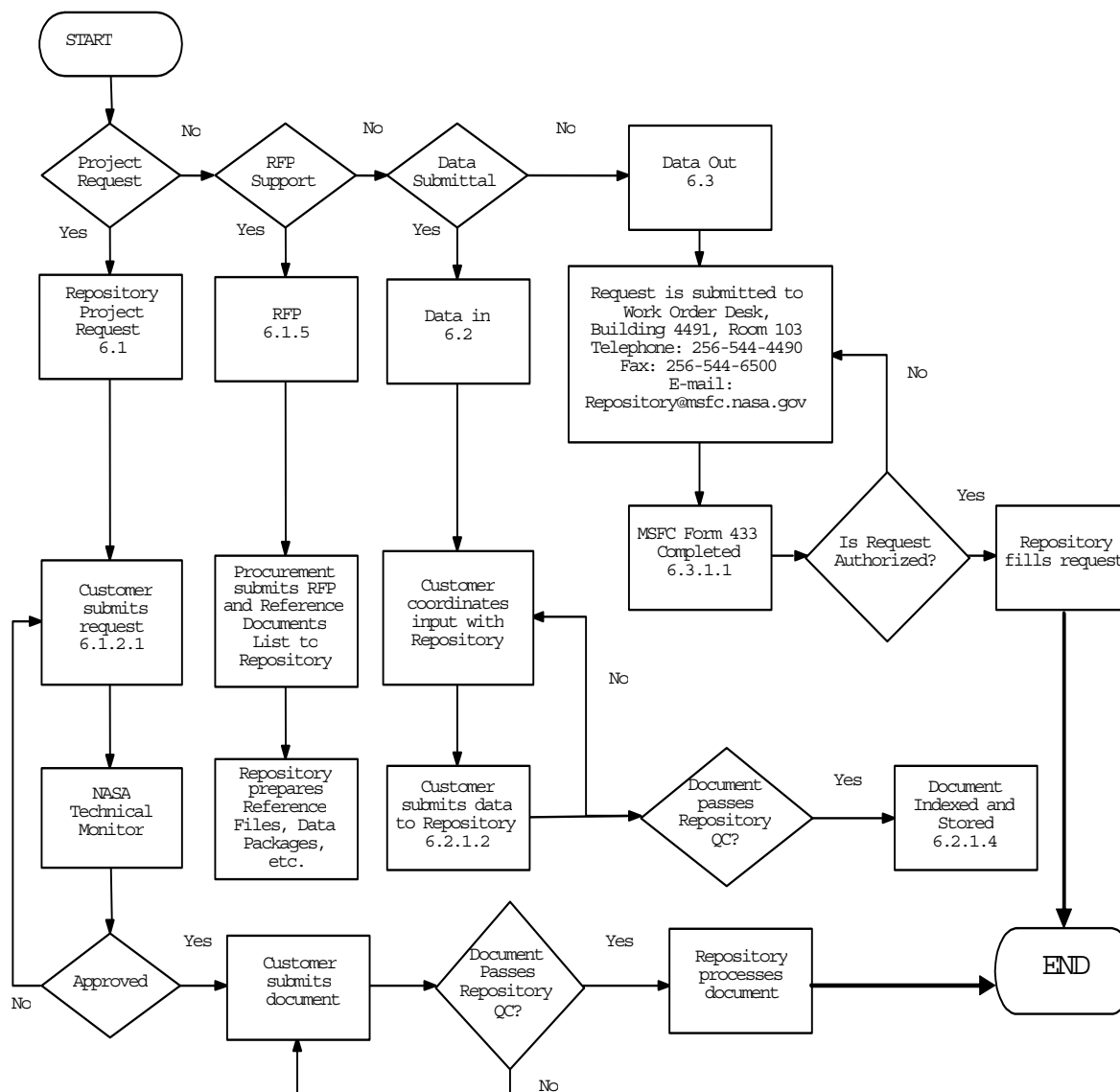
MWI 2210.1D dated September 27, 2004

*Original signed by
Robin N. Henderson for*

David A. King
Director

Marshall Work Instruction IS01		
MSFC Documentation Repository Input/Output and Data Management Project Requests	MWI 2210.1	Revision: E
	Date: September 8, 2005	Page 11 of 12

Figure 1



Marshall Work Instruction IS01		
MSFC Documentation Repository Input/Output and Data Management Project Requests	MWI 2210.1	Revision: E
	Date: September 8, 2005	Page 12 of 12

APPENDIX DOCUMENTATION INPUT MODE

Acceptable media for submitting documents to the MSFC Documentation Repository.

A.1 Drawings and Associated Documents

A.1.1 Electronic format (Electronic submittals shall be coordinated with the MSFC Documentation Repository Manager.)

A.1.2 Original vellum

A.1.3 Aperture Cards, Type I

A.1.4 Black and white vellum reproducible

A.1.5 Printed copy, black line

A.2 Reports, Manuals, Specifications, Procedures, etc.

A.2.1 Electronic format (Electronic submittals shall be coordinated with the MSFC Documentation Repository Manager.)

A.2.2 Original manuscript

A.2.3 Black and white vellum reproducible – if larger than 8.5 x 11 in.

A.2.4 Printed copy, black line

A.2.5 Microfiche